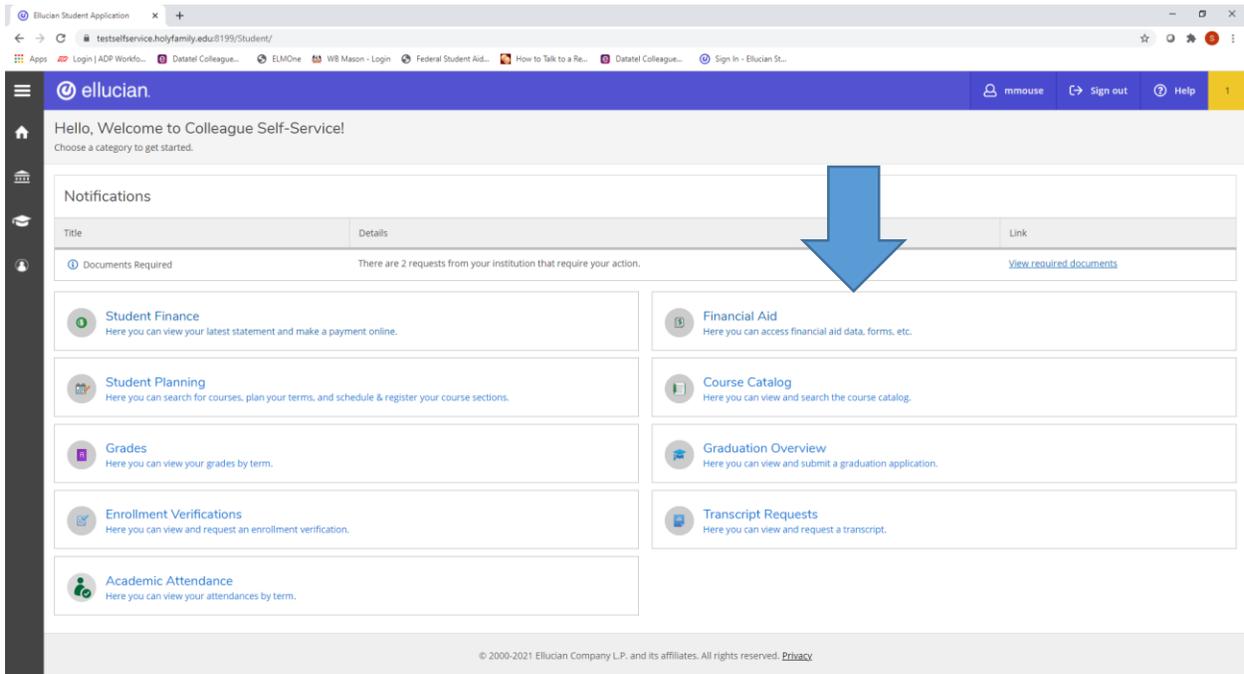
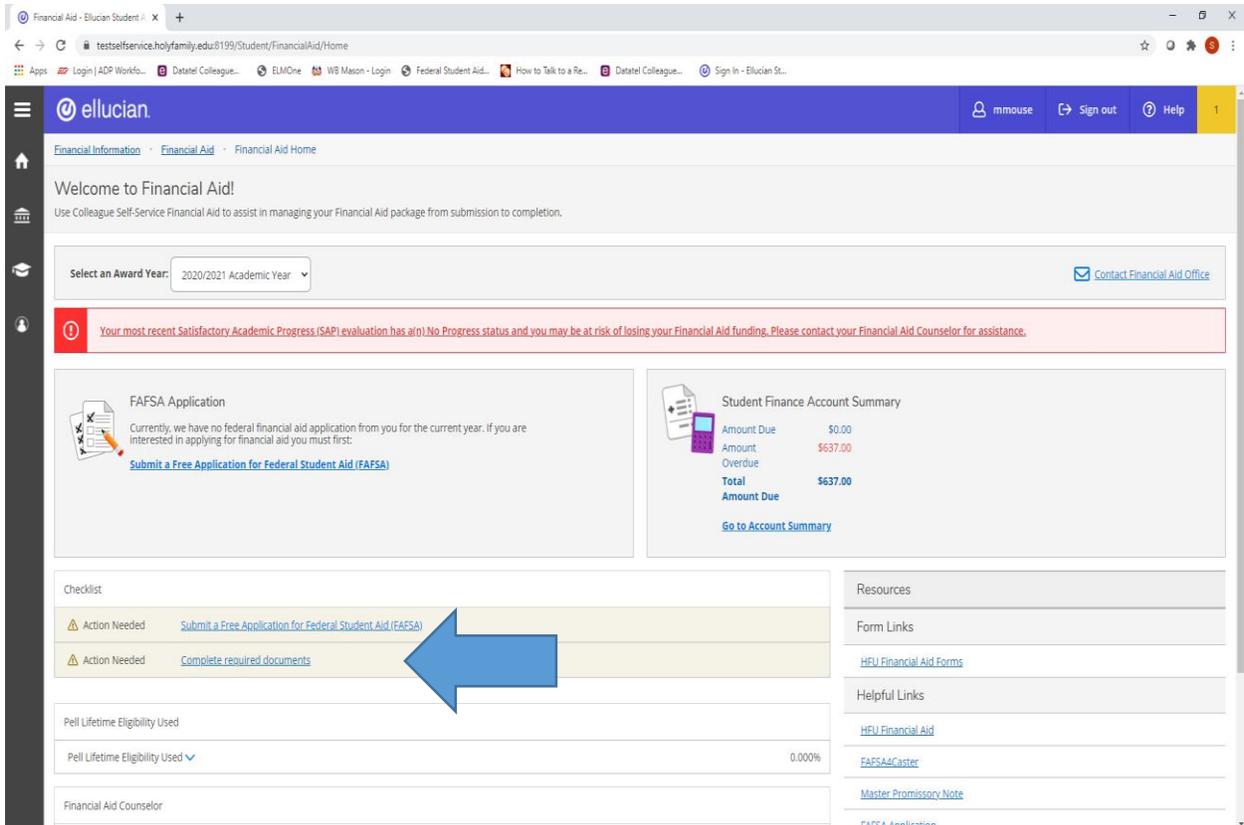


To upload documents, log in to your *Self Service* account and click on 'Financial Aid':



The screenshot shows the Ellucian Student Application dashboard. At the top, there is a navigation bar with the Ellucian logo, a user profile icon for 'mmouse', and links for 'Sign out' and 'Help'. Below the navigation bar, a welcome message reads 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A 'Notifications' table is visible, with one notification titled 'Documents Required' stating 'There are 2 requests from your institution that require your action.' Below the notifications, there is a grid of service tiles. A large blue arrow points to the 'Financial Aid' tile, which includes the text 'Here you can access financial aid data, forms, etc.'

Go to *Checklist* and click on 'Complete Required Documents':



The screenshot shows the Ellucian Financial Aid page. The page title is 'Financial Aid - Ellucian Student'. Below the navigation bar, there is a breadcrumb trail: 'Financial Information > Financial Aid > Financial Aid Home'. A welcome message reads 'Welcome to Financial Aid! Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.' There is a dropdown menu for 'Select an Award Year' set to '2020/2021 Academic Year' and a 'Contact Financial Aid Office' link. A red warning banner states: 'Your most recent Satisfactory Academic Progress (SAP) evaluation has a(n) No Progress status and you may be at risk of losing your Financial Aid funding. Please contact your Financial Aid Counselor for assistance.' Below the warning, there are two main sections: 'FAFSA Application' and 'Student Finance Account Summary'. The 'FAFSA Application' section includes a checklist item 'Submit a Free Application for Federal Student Aid (FAFSA)'. The 'Student Finance Account Summary' section shows a table with the following data:

Amount Due	\$0.00
Amount	\$637.00
Overdue	
Total Amount Due	\$637.00

Below the account summary, there is a 'Checklist' section with two items: 'Action Needed Submit a Free Application for Federal Student Aid (FAFSA)' and 'Action Needed Complete required documents'. A large blue arrow points to the 'Complete required documents' item. To the right of the checklist is a 'Resources' section with links for 'Form Links', 'HFU Financial Aid Forms', 'Helpful Links', 'HFU Financial Aid', 'FAFSA4Caster', 'Master Promissory Note', and 'FAFSA Application'.

Find the document you would like to submit and click 'Manage':

The screenshot shows the Ellucian web interface for 'Required Financial Aid Documents'. At the top, there's a navigation bar with the Ellucian logo and user information. Below that, a breadcrumb trail shows 'Financial Information > Financial Aid > Required Documents'. The main heading is 'Required Financial Aid Documents' with a sub-note: 'Be sure to submit ALL required documents before their due date to make sure your Financial Aid package is not delayed.' There's a dropdown menu for 'Select an Award Year' set to '2020/2021 Academic Year' and a 'Contact Financial Aid Office' button. A table lists the documents:

Document	Explanation	Due Date	Status	Attachments
2020 Identity/Stm Ed Purpose	Identity/Statement of Educational Purpose Worksheet, available at our web site. Identity/Statement of Educational Purpose Worksheet		Incomplete	Manage (1)
2020 Student Non Filer Verif	Your 2018 IRS Verification of Non-Filing letter.		Incomplete	Manage (0)
2020 Name/Marriage Cert	According to the Social Security Administration's records, your name could not be matched with your social security number. If ... more	03/11/2021	Received	Manage (1)

A blue arrow points to the 'Manage (1)' button for the first document. At the bottom, there's a copyright notice: '© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)'.

Choose a file and click 'Upload':

This screenshot shows the same Ellucian interface as above, but with an 'Attachments' modal window open. The modal has a title bar with 'Attachments' and a close button. Inside, it says 'Upload new attachment' and features a 'Choose File' button, an 'Upload' button, and a 'Clear' button. Below these buttons, it lists 'Accepted File Types: (.pdf,.jpg,.png,.gif,.bmp,.tiff,.tif)' and 'Maximum File Size: (2 MB)'. At the bottom of the modal, it says 'No attachments found.' and a 'Close' button. A blue arrow points to the 'Choose File' button. The background table from the previous screenshot is visible but dimmed.

Click 'close':

The screenshot shows the Ellucian 'Required Financial Aid Documents' page. A modal window titled 'Attachments' is open, displaying a table of uploaded files. A blue arrow points to the 'Close' button at the bottom of the modal.

Name	Uploaded On	Actions
1378474965000-SOCIAL-SECURITY-CARD.jpg	2/22/2021 11:11:21 AM	

Close

The document status will show as 'Incomplete' until we review and confirm that it is correct. After we review your submitted document, it will show as 'Received'

The screenshot shows the Ellucian 'Required Financial Aid Documents' page with a table of documents. A blue arrow points to the 'Incomplete' status of the first document, and another blue arrow points to the 'Received' status of the third document.

Document	Explanation	Due Date	Status	Attachments
2020 Identity/Stm Ed Purpose	Identity/Statement of Educational Purpose Worksheet, available at our web site. Identity/Statement of Educational Purpose Worksheet		Incomplete	
2020 Student Non Filer Verif	Your 2018 IRS Verification of Non-Filing letter.		Incomplete	
2020 Name/Marriage Cert	According to the Social Security Administration's records, your name could not be matched with your social security number. if ... more	03/11/2021	Received	